



Date Adopted: 05/13/1991

Date Revised: 06/19/2001

**Title: Secretary**

**FLSA: Non-Exempt**

**General Purpose:**

To perform a wide variety of responsible secretarial and clerical duties for an assigned program or division.

**Supervision Received and Exercised:**

Receives general supervision from management or supervisory personnel.

**Essential Duties and Responsibilities:**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions of the city.

Assist in preparing procedures, operating manuals, written material, agendas, budgets, forms, charts and/or other documents for internal or external distribution; copy and assemble documents for distribution.

Act as information source to inquiries not requiring the supervisor's attention and otherwise assist in representing the city on the telephone and in person; explain routine department policies, procedures and rules.

Type letters, reports, memoranda and other documents relating to the division or program which may include contracts, proposals, agendas, technical documents, statistical and/or special forms, budgets, and charts.

Compose routine correspondence and memoranda related to areas of assignment; proofread for accuracy, correct form, content and proper English usage.

Collect information from a variety of documents pertinent to assigned division or program; compile data for reports.

Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion work.

Make travel arrangements as requested.

Take and prepare meeting minutes as necessary.

Perform clerical duties such as copying, document imaging, distributing mail, and filing.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

## **Minimum Qualifications:**

### **Knowledge of:**

English usage, spelling, grammar and punctuation.

Modern office methods, practices, procedures and computer equipment.

Business letter writing.

Word processing software.

Basic record keeping principles and procedures.

Transcription may be required by the position.

### **Ability To:**

Perform assigned secretarial duties with speed and accuracy.

Understand and explain division or program policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Type accurately at a speed of 50 words per minute.

Compile information and maintain records.

Establish and maintain effective working relationships with those contacted in the course of work.

## **Physical Standards:**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to: sit at a desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; know laws, regulations and codes; remember personnel rules, legal and code requirements; explain and interpret codes, policies and procedures; and interact with City management, other governmental officials, contractors, vendors, employees and the public.

### **Training and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Three years of responsible clerical experience or two years experience as an Office Assistant II in the City of Dublin.

### **Licenses; Certificates; Special Requirements:**

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.